



Spouse Tuition Assistance Program

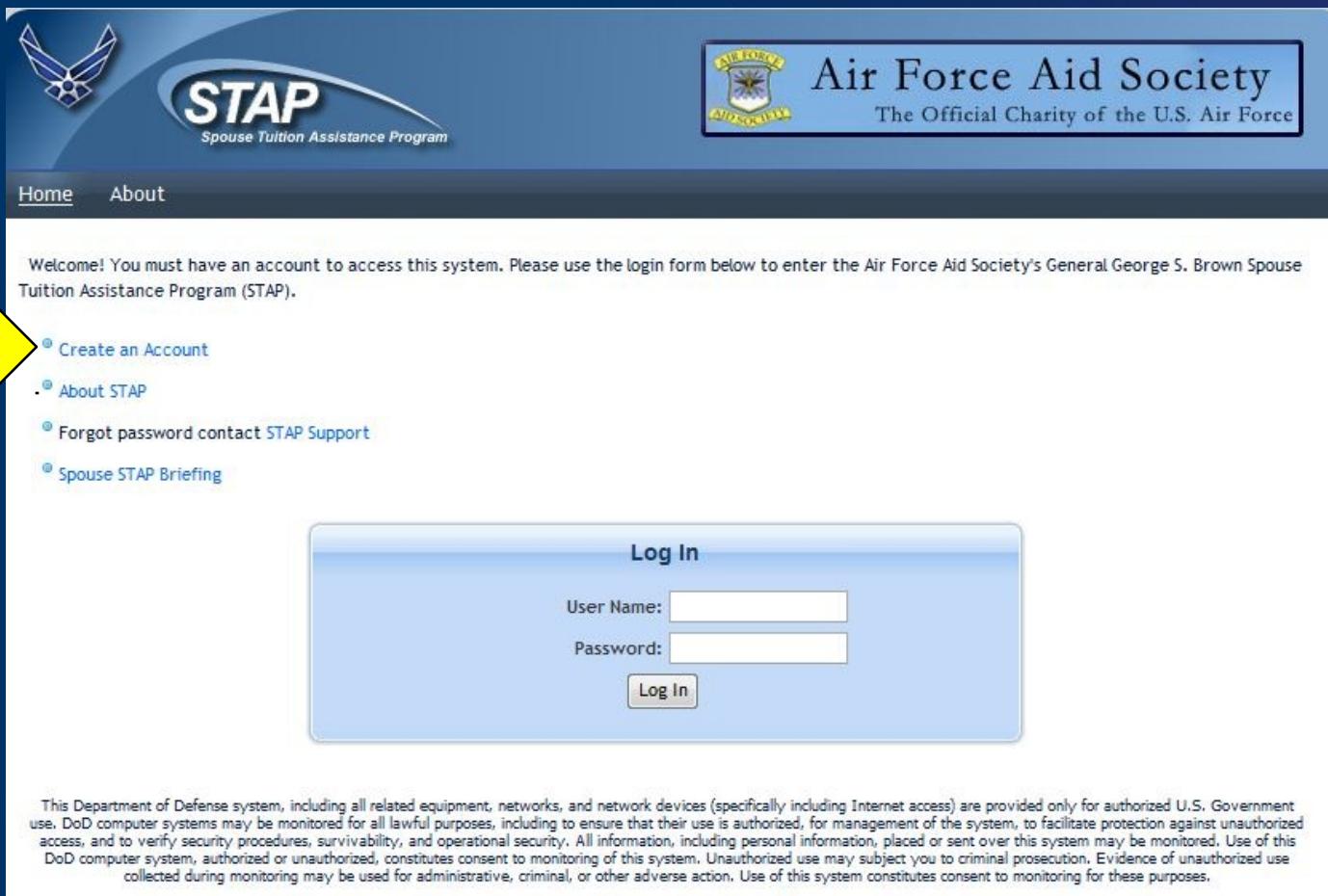
Spouse Briefing

STAP Development Team



Getting Registered

Begin by Clicking “Create an Account” on the STAP homepage.



The image shows the homepage of the STAP (Spouse Tuition Assistance Program) website. At the top left is the STAP logo with the text "STAP Spouse Tuition Assistance Program". At the top right is the Air Force Aid Society logo with the text "Air Force Aid Society The Official Charity of the U.S. Air Force". A yellow arrow points to the "Create an Account" link in the sidebar.

Home About

Welcome! You must have an account to access this system. Please use the login form below to enter the Air Force Aid Society's General George S. Brown Spouse Tuition Assistance Program (STAP).

[Create an Account](#)

[About STAP](#)

[Forgot password contact STAP Support](#)

[Spouse STAP Briefing](#)

Log In

User Name:

Password:

This Department of Defense system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. All information, including personal information, placed or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.



Getting Registered Cont'd

Please fill out the information requested in the first two steps of the registration wizard regarding your personal and contact information. As having an account on STAP requires a active military sponsor, the third step requires you to lookup and confirm your sponsor information with your sponsor's SSN and Date of birth.

Register for a STAP Account

LOOKUP YOUR SPONSOR:

Sponsor SSN: *

Sponsor DOB: *

[Look Up Sponsor](#)

VERIFY YOUR SPONSOR'S INFORMATION:

Assigned Base: ALCONBURY

Rank: O-3

First Name: JOHN

Last Name: DOE

Date of Birth: 06/01/1987

DEROS: 12/31/2008

I Confirm the above information is my sponsor's.

[Previous](#) [Next](#) [Cancel](#)



Getting Registered Cont'd

If your sponsor is not assigned to a STAP Base(an Air Force Base in either Europe or the Pacific) you will receive an error message stating that the registration cannot continue at this time. If you feel this information is incorrect, please have your sponsor go to their servicing education center to have the information corrected.

Register for a STAP Account

You spouse is not assigned to a STAP base. Contact your education center!

LOOKUP YOUR SPONSOR:

Sponsor SSN: *

Sponsor DOB: *

[Look Up Sponsor](#)

VERIFY YOUR SPONSOR'S INFORMATION:

Assigned Base: BOLLING

Rank: O-3

First Name: JOHN

Last Name: DOE

Date of Birth: 06/01/1987

DEROS: 12/31/2008

I Confirm the above information is my sponsor's.

[Previous](#) [Next](#) [Cancel](#)



Getting Registered Cont'd

Once you fill out the standard login information, click finish to complete the registration process. Please be aware of the password requirements when creating your password. The confirmation step after this will log you in automatically to STAP.

Register for a STAP Account

LOGIN INFORMATION:

Please note that you must have the following criteria in your password. You must make it at least 8 characters long and have at least 2 special, 2 numeric, 2 upper, and 2 lower case characters in your password.

User Name:	<input type="text" value="john.doe"/> *
Password:	<input type="password" value="*****"/> * (Minimum of 8 Characters)
Confirm Password:	<input type="password" value="*****"/> *
E-mail:	<input type="text" value="john.doe@email.com"/> *
Confirm E-mail:	<input type="text" value="john.doe@email.com"/> *

Previous **Finish** **Cancel**



Spouse Home Page

STAP News comes directly from the Air Force Aid Society.

Education Center News comes directly from your servicing education center.

Welcome Jon!

STAP News

Test
fasdfadsfasdf

Welcome to the STAP Website.
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It h...

[View All STAP News](#)

Education Center News

TERM II SCHEDULE
REGISTRATION DATES: 11 - 21 October 2005 TERM DATES: 24 Oct - 17 Dec
2005 UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE MATH 009
Introductory Algebra 3 Mon/Wed 1800-2100 ...

STAP APPLICATION DEADLINES FOR AY2005-06
SPOUSE TUITION ASSISTANCE (STAP) A spouse of an active-duty member can get up to 50 percent of tuition paid by STAP. STAP is a needs-based program and funded by the respective service aid societies. ...

EDUCATIONAL DVDs for CLEP, DSST, and Excelsior Exams
NEW AT BASE LIBRARY EDUCATIONAL DVDs The following DVDs just arrived at the base library in support of CLEP, DSST, Excelsior exams and college courses. DVDs can be checked out up to seven days. ...

LIBRARY ONLINE DATABASES
NetLibrary : Online books on many topics. Books can be checked out and are automatically checked back in! (Contact base librarian for log-in information) <http://www.netlibrary.com> login & pass...

DISCOVER CAREER PLANNING PROGRAM
LEARN ABOUT SELF AND CAREER FIND AND CHOOSE OCCUPATIONS
PLAN YOUR EDUCATION PLAN FOR WORK The syst...

[View All Education Center News](#)

My Education Record Status
Current Academic Year Cap: **\$1,500.00**
[Look at My Education Record](#)

ALCONBURY Education Center

Contact Information:

COM: 987321765
DSN: 321.9875
COM Fax: 555.555.5555
DSN Fax:
Email: alconbury@email.mil

Mailing Address:

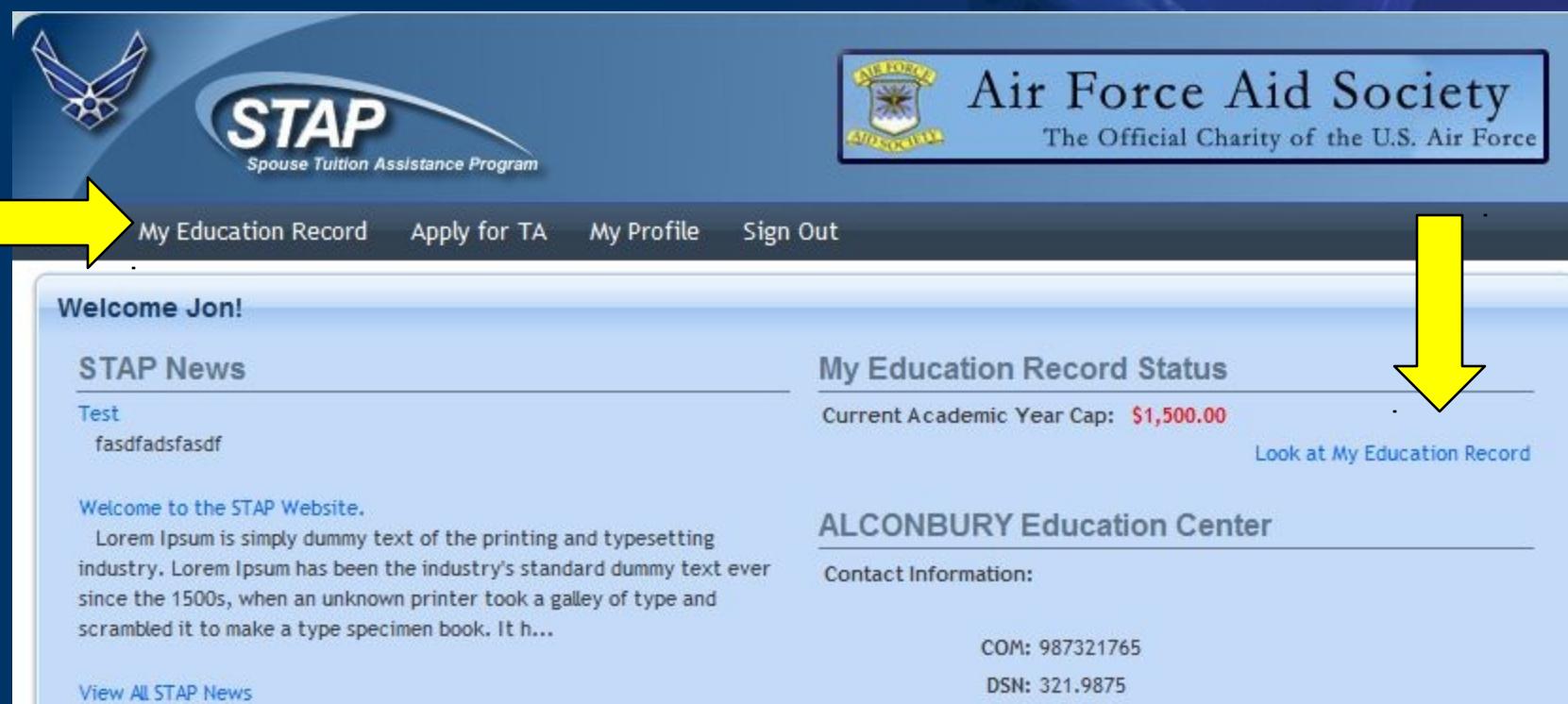
Street: 123 Alconbury
City: Alconbury
State: AE
Zip: 1445

The contact information for your education center.



Spouse Education Record

There are two ways to get to your education record. You can either click “Look at My Education Record” on your home page or go to the menu option “My Education Record”.



The screenshot shows the STAP website interface. At the top, there is a logo for the STAP Spouse Tuition Assistance Program. Below the logo, a navigation bar includes links for "My Education Record", "Apply for TA", "My Profile", and "Sign Out". A yellow arrow points to the "My Education Record" link. The main content area features a "Welcome Jon!" message, a "STAP News" section with a "Test" item and a sample text entry, and a "My Education Record Status" section which displays a "Current Academic Year Cap: \$1,500.00" and a "Look at My Education Record" link. A second yellow arrow points to the "Look at My Education Record" link. At the bottom, there is a section for the ALCONBURY Education Center with contact information: COM: 987321765 and DSN: 321.9875. There is also a link to "View All STAP News".



Spouse Education Record Cont'd

Navigating your education record is easy; the tabs across the top indicate the section you are currently viewing. If you need to update any information on your Personal Information, Sponsor Information, or Degree Levels tab and are unable to edit it, you should contact your education center to have it updated.

Education Record: Administrator, System

Personal Information Sponsor Information Enrollments Degree Levels

SSAN: **.**-7890	Academic Year CAP: \$1,250.00	Term CAP: i Not Currently Enrolled
First: System	Middle Name: A	Last Name: Administrator
Date of Birth: * 9/5/2008 <input type="button" value="Cal"/>	Sponsor's DROS: 12/31/2008	Record Status: Active <input type="button" value="▼"/>
Home Phone: 555.555.5555	Work Phone: <input type="text"/>	Work DSN: <input type="text"/>
COM FAX: <input type="text"/>	DSN Fax: <input type="text"/>	
Email Address: * john@test.net		
Street Line 1: * fa		
Street Line 2: <input type="text"/>		
City: * aa	State: * Armed Forces(AE) <input type="button" value="▼"/>	Zip: * 23456



Spouse Education Record Cont'd

Your enrollments lists all your courses that you have received STAP tuition assistance for through this system. Clicking any of the Tuition Assistance ID numbers (TAID) will open that Tuition Assistance Document.

Education Record: Doe, John

Personal Information Sponsor Information Enrollments Degree Levels

TAID	Course	Term Start	Term End	Grade	TA	Rem Susp Date	Status
8	ENG101 - ENGLISH	10/02/2008	11/01/2008	A	\$100.00		Approved
8	MTH101 - MATH	10/02/2008	11/01/2008		\$225.00		Approved

A yellow arrow points to the first row of the TAID table, specifically highlighting the 'TAID' column value '8'.



Spouse Education Record Cont'd

This view will show you all the information on this Tuition Assistance (TA) document. Before a TA document is approved, you can cancel the application with the cancel button below. After approval you cannot delete a TA unless you go to your education center.

View TA Document

TA Document Information

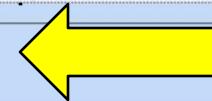
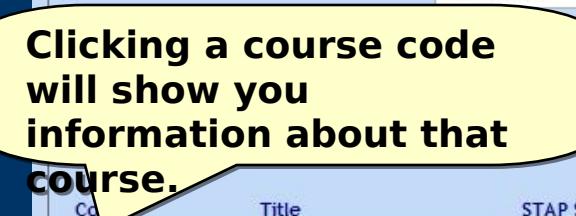
[Print TA Application](#)

Student Name: Administrator, System A	SSAN: 234567890	Sponsor's DERO: 12/31/2008
Issued/Approved By:	Approved Date: <i>This TA Form is Pending Approval.</i>	
TAID: 18	Owner: ALCONBURY	Date Created: 07/06/2009
TERYLAND COLLEGE PARK		
Term Dates: 7/14/2009 - 7/24/2009		

Clicking a course code will show you information about that course.

Course	Title	STAP \$	Rem Amount	Rem Suspense Date
ENGLISH	ENGLISH 101	\$125.00	\$0.00	

[Close TA](#) [Cancel Unapproved TA](#)





Spouse Education Record Cont'd

Once your TA is approved, you can print your approval letter with the link at the top of the document. The approval letter should be taken to your school as payment. As stated in the previous slide, you need to go to your education center if anything needs to be changed on this TA document.

View TA Document

TA Document Information

 Print TA Application	 Print Approval Letter	
Student Name: Administrator, System A	SSAN: 234567890	Sponsor's DEROS: 12/31/2008
Issued/Approved By: Doe, Joe	Approved Date: 9/1/2008	
TAID: 19	Owner: ALCONBURY	Date Created: 07/06/2009
Highest Ed Level: BACHELOR'S PLUS 15	School Name: COLLEGE OF NOTRE DAME OF MARYLAND	Term Dates: 7/16/2009 - 7/16/2009

Course Information:

Code	Title	STAP \$	Rem Amount	Rem Suspense Date
ENG101	ENGLISH	\$125.00	\$0.00	

[Close TA](#)





Applying for Tuition Assistance

Introduction

Please read the introduction to the Tuition Assistance Application very carefully. If any flags on your education record exist that make you ineligible for TA, you will be stopped at that point and will not be allowed to continue. To begin the application click the link at the bottom of the introduction.

STAP Tuition Assistance Application Introduction

[Back to Home Page](#)

This application allows you to apply for tuition assistance from the Air Force Aid Society (AFAS) through the General George S. Brown STAP program.

Before you begin:

In order to make your application process easier, you should have the following pieces of information available:

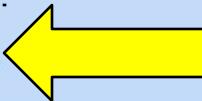
1. A copy of your student registration or student handbook. This will help you identify the courses and course numbers you are taking.
2. Exact term dates for the courses you are taking.
3. Make sure your personal information (Located in "My Education Record") and contact info is up-to-date. (This is crucial in making sure your application for STAP tuition assistance goes through smoothly.)

Currently your education center is accepting applications with a school term start date between **7/13/2009** and **7/17/2009**. If your school term start date is not within this range then you cannot apply for STAP tuition assistance at this time.

Applications will be accepted between **3/3/2009** and **7/10/2009** for the current term.

Contact your base education center if you have any questions.

[Begin STAP Tuition Assistance Application](#)





STAP Tuition Assistance Request Navigating

Navigation is Easy!
Located on top you can
see what step you are on.
There are five steps
involved in completing
your application.

Application for Tuition Assistance: Verify Your Personal Data - Step 1 of 5

Spouse Information			Sponsor Information		
SSN: 123456789			SSN: 123456789		
First Name:	Middle Name:	Last Name:	First Name:	Last Name:	
Jon	T	Doe	JOHN	DOE	
Email Address: john.doe@email.net			Rank: O-3		
Home Phone: Phone Work Commercial: Phone Work DSN:			DEROS: 12/31/2008 DOS: 01/14/2010		
PSC, BOX, APO Mailfa			Duty Phone: 5-4630		
aa, AE 23456					

You must certify that your sponsor information is correct. If not, contact your education center.

I certify that the above information is correct.

** If any of the above information is incorrect or inaccurate, please exit the tuition assistance application and contact your education center to have it updated.

On the bottom, you will see the next and cancel buttons. These are used to navigate through the application steps. A previous button will appear starting in step 2.





STAP Tuition Assistance Request

Select School and Enter Term Dates

Application for Tuition Assistance: Select School You Will Attend - Step 2 of 5

Which School Will You Be Attending:*

Select School

School Start and End Term Dates for the course(s) you are applying for:
*** All courses that you are applying spouse tuition assistance for

School Term Start Date: *

School Term End Date: *

You can only receive STAP TA for a school in this dropdown list. If your school is not listed, contact your education center for more information.

Enter the term dates for the course(s) which you will be taking. Please note that term dates are inclusive dates of a specific term and do not necessarily represent the exact start date for your specific course (ex. Term starts on Monday, January 10th, but your course does not start until Wednesday, January 12th).

Wednesday, January 12th)



STAP Tuition Assistance Request

Add Course Information

Application for Tuition Assistance: Add Your Courses - Step 3 of 5

No Courses Loaded

Total Tuition: \$0.00 Total STAP Payment: \$0.00 Your Payment to school: \$0.00

Remaining Funds for Fiscal Year: \$1,500.00 Remaining Funds for this Term: \$500.00

[Add Course](#)



Click here to add a course to your TA application.



STAP Tuition Assistance Request

Add Course Information

Course Information

Course Code: Ex: ENG101

Course Title:

Course Level/Type:

Course Location:

Course Total Tuition (Do not include fees):
\$

Number of Credits for this Course:

Will you receive other aid for this class?
 Yes No

Course Code: Enter course code/number without spaces (ex. Math101)

Title: Enter the clear text course title (ex. College Algebra)

Level/Type: Select the course level from the drop down list (i.e. Undergraduate, Graduate)

Location: Select the course location from the drop down list (i.e. On-base, Distance Learning)

Course Total Tuition: Enter the entire course tuition here.

of Credits: Enter the number of hours for this particular course (typically 3 SH or 4.5 QH)

Other Aid: Enter an estimated amount of other aid you received for this class (i.e. grants, or scholarships).

The Course Data Form will need to be filled in manually. You can get this information by viewing your institution's student handbook or website.



STAP Tuition Assistance Request

Add Course Information

Application for Tuition Assistance: Add Your Courses - Step 3 of 5

Course	Total Tuition	Other Aid Received	STAP Payment	Your Payment	
ENG101 ENGLISH	\$250.00	\$0.00	\$125.00	\$125.00	

Total Tuition: **\$250.00** Total STAP Payment: **\$125.00** Your Payment to school: **\$125.00**

Remaining Funds for Fiscal Year: **\$1,375.00** Remaining Funds for this Term: **\$375.00**

[Add Course](#)



Continue to add courses to the form until you are finished.



STAP Tuition Assistance Request

Add Financial Information

STAP tuition assistance is based on your income, the income of your sponsor, and the number of dependent children you have. Step 4 requires that you enter this information.

Application for Tuition Assistance: Enter Your Financial Data - Step 4 of 5

Sponsor Monthly Base Pay: (Must match box 1.a of LES on File)

1/2 Of Your Sponsor's Monthly Outside Gross Income: (This is NOT your sponsor's military Pay)

1/2 Of Your Monthly Gross Income:

Number of Dependent Children:
 ← → ✖



STAP Tuition Assistance Request Agree to Conditions/Certifications

Please read the certifications and conditions. You must agree to the certifications and conditions by checking them off prior to submitting your application for approval.

Application for Tuition Assistance: Sign & Submit - Step 5 of 5

I understand that I am required to report any other aid (i.e. grants, scholarships, VA or employee benefits, etc.) I receive to the Education Center, AFAS, and school. I authorize the above named school to release enrollment information, to include final grades, and verify financial aid information to the STAP Administrator. If the school is unable to provide final grades, I must provide the final grades. I am aware that if I withdraw, drop a class, receive an "Incomplete" or a grade below "C" ("B" for graduate classes), I will be required to refund AFAS the full amount awarded for that class. If I receive additional award monies (i.e. Pell Grant, scholarships, etc.), I must refund any excess to keep STAP award at 50% level of unmet tuition. No duplicate/repeat classes will be allowed. If it is determined that my award exceeds either term or annual maximum, I must refund that overage. Any request for waiver must be reviewed by the STAP Committee and submitted to AFAS HQ for final approval. Failure to meet refund obligations will result in collection actions, to include contacting sponsor's Unit Commander, and/or termination of eligibility. STAP FUNDS ARE NONTRANSFERABLE. I, and my sponsor, have read and understand this statement and agree to abide by these rules.

PRIVACY ACT STATEMENT

PRINCIPAL PURPOSE: To process an individual's request for tuition assistance. Use of SSN is necessary to make positive identification of the individual and records.

ROUTINE USES: Records may be disclosed to civilian schools for the purposes of ensuring correct enrollment and billing information.

DISCLOSURE IS VOLUNTARY: Disclosure of SSN is voluntary; however, failure to provide the information required may result in disapproval of the individual's request for tuition assistance.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent application.

Click the certificate to submit your application after you have read and accepted the Conditions and Certifications.



Once you have agreed to the conditions and certifications, click the finish button to submit.



STAP Tuition Assistance Request Complete!

Print My Tuition Assistance Application

1. Print a copy of your application. If you do not have a printer available now, you can print a copy later from your education record.
2. You and your sponsor must sign the application and turn it in to your local education center. **A Power of Attorney must be attached to the application if your sponsor is unavailable to sign the application.**
3. You must bring military ID, your sponsor's LES, and other proof of income when delivering the signed copy of your application to the Education Center.
4. Your education center will notify you when your application has or has not been approved.

Your education center might change the amount of funds approved for your classes. The amount of money you receive depends on how many people applied and how much funds are available.

Your application will be submitted to your local education center. The next step is to Print the TA Application, sign it, and take it to your education center. The education center will then go through the approval process on their end. Watch your Enrollments on your education record for a status view of your request.

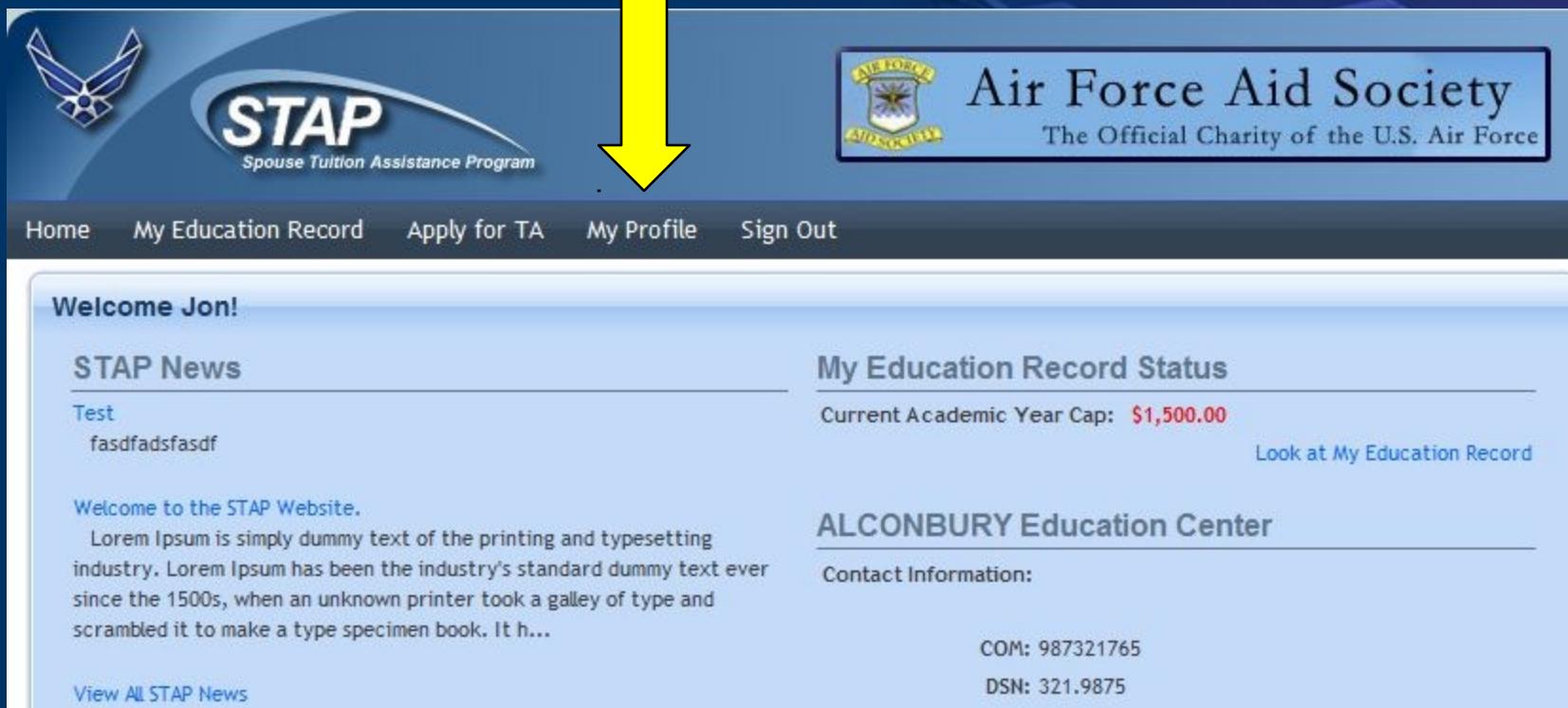
[Print TA App](#)

[to My STAP Home page](#)



My Profile

To get to your STAP user profile click “My Profile” on the main menu.



The screenshot shows the STAP (Spouse Tuition Assistance Program) website. At the top, there is a logo for the Air Force Aid Society (AFAS) with the text "Air Force Aid Society" and "The Official Charity of the U.S. Air Force". Below the logo, the STAP logo is displayed with the text "STAP Spouse Tuition Assistance Program". The main menu includes links for "Home", "My Education Record", "Apply for TA", "My Profile", and "Sign Out". A yellow arrow points to the "My Profile" link. The page content includes a "Welcome Jon!" message, a "STAP News" section with a "Test" item and a link to "View All STAP News", a "My Education Record Status" section showing a "Current Academic Year Cap: \$1,500.00" and a "Look at My Education Record" link, and an "ALCONBURY Education Center" section with contact information: "COM: 987321765" and "DSN: 321.9875".



My Profile

Your profile allows you to update your email address as well as change your password. The email address on this profile is the same as the one on your education record.

My Profile

User ID: sa

Base:

First Name: John

Last Name: Doe

Email Address:

The email address in this profile is the same as the email located in "My Education Record."



**For questions, comments, or feedback please feel free
to contact STAP Support.**

**Email:
afvec.support@pentagon.af.mil**